

## Valerie Miles

**Title:** Legal Research Assistant

**Education:** Auburn University at Montgomery  
Bachelor of Science in Business Administration  
Major Human Resources- 2007

Auburn University at Montgomery  
Paralegal Certificate- 2010

**Experience:** My previous work experience includes fourteen years working for financial institutions in bankruptcy, collections, default services, legal research and note sales.

**Legal Area:** Assist attorney in preparing for hearings. Draft documents and correspondence. Process the back-end of contracts using the ACES.